

TO: Personnel Committee Members

THRU: G. Robert Lee, County Administrator

FROM: Francine Bouldin, Human Resources Director

SUBJECT: Personnel Committee Minutes – Meeting of October 20, 2003

DATE: October 22, 2003

Meeting commenced at 12:30 p.m.

Attendees: Larry Weeks, Harry Atherton, Bob Lee, Randy Wheeler, Jennifer Krick, Mike Blake, Nicolaas Kortlandt, Paul McCulla, Kevin Burke, Francine Bouldin.

The meeting agenda was approved.

Minutes of the September 15, 2003 meeting were approved.

Request for an Additional Erosion and Sediment Specialist Position

Jennifer Krick addressed the Committee indicating that approved and pending land disturbing applications have risen tremendously over the past few years. As Community Development's workload increases, the number of plan reviews and inspections for the John Marshall SWCD office also increase. Accordingly, an additional Erosion and Sediment Specialist position is requested.

Action: The Personnel Committee endorsed this request. The item will be forwarded to the Finance Committee.

Request to Create a Career Ladder for the County Attorney's Office

Paul McCulla relayed to the Committee that this request was being made to provide career opportunities within his organization to recognize additional staff experience and to help with retention of that trained and experienced staff. The Office is requesting to promote individuals from Assistant County Attorney to Senior Assistant County Attorney as specified criteria is met.

Action: The Personnel Committee endorsed the request to create a career ladder for the County Attorney's Office. The request will proceed to the Finance Committee as an information item.

Human Resources Policies

Francine Bouldin shared that denoting positions that work thirty (30) hours per week as full-time permanent status would bring the General Government in line with the School Division with respect to eligibility levels for retirement and full health insurance benefits. Ms. Bouldin presented amended policies reflecting the denotation.

Action: The Personnel Committee endorsed the policy amendments. This item will proceed to November 17, 2003 Board of Supervisors Meeting.

Adjournment